

Project Self Assessment

NEED HELP?

1a. Please provide up to three goal statements drawn from the overall purpose of the project. Primary project goal statements should be broad in scope. **TIP:** Goal statements must have outcomes that can be measured in some way. Abstract goals are difficult to both enact and assess.

Like this: To create a dance portrait of the automobile industry reflecting the complexity of human movement and manufacturing.

1b. For each goal statement, provide a one-line description of how attainment of the goal should be measured. The outside evaluator will use this criteria in providing feedback to the project administrator. The evaluator may also provide feedback on the appropriateness of the measurement criteria. Your pre-determined criteria are the blueprint for feedback. **TIP:** Choose criteria that will yield the kind of information that could help you get your next grant.

Like this: A number of complex ideas, such as humans as masters of nature, will be explored in post-performance discussion. Discussions will be facilitated, observed and recorded.

1a) Describe the primary project goals. *(Please limit to three.)*

1b) Explain the criteria you will use to determine how successful your project has been.

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2a. Please use up to three statements to address the main activities of the project.

Like this: Following performances, facilitators will develop formats and conduct discussions integrating important issues.

2a) Describe how project activities will be implemented.

2b. For each implementation statement, please provide a one-line description about how you will determine whether the activity was effectively implemented.

TIP: If you have trouble describing how you will know, the project activities may need further refinement.

Like this: Previously identified important issues, which are referenced in discussion, will be kept track of by facilitators on a specially-designed form.

2b) Explain how you will determine how effective the implementation strategies have been.

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3a. Many activities confer economic benefit. **TIP:** Use all the things you will do that either cause increased activity directly or indirectly.

Like this: Advertising will be increased to a 150-mile radius, more use will be made of radio and TV, dinner packages will be arranged with Mrs. Potter's Restaurant and merchandise discount coupon tie-ins will be created with other local merchants, all to increase economic activity.

3a) Describe how the program will enhance Michigan's economy, communities and families.

3b. Remember, you need to have goals in order to be able to measure results against them. **TIP:** Try to quantify what you want to happen.

Like this: Using previous years' figures, a base of expenses will be calculated and this year's expenditures on advertising, etc., will be measured against the base. Also, coupons will be counted and the restaurant will be asked to keep track of combination packages. Ultimately these latter figures will form a new base for next year's projections.

3b) Explain how you will determine how the program enhanced Michigan's economy, communities and families.

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4a. Please provide up to three goal statements about how this project increases access to arts and culture for all citizens in Michigan. These may be implicit in the primary project goals, or may need to be considered in addition to them. **TIP:** It may be that you want to give access to a pre-selected, under-served region, or that you will enhance services provided to disabled project participants, et cetera.

Like this: To create special performances in non-threatening environments to introduce dance as an art form.

4b. For each statement, describe both how project activities will serve to increase access for all citizens and how you will track this. The assessor will provide feedback based upon data you provide. **TIP:** Tracking attendance of demographic groups, interviewing participants, or using response cards could be among your measuring devices.

Like this: Performances will be held at the factory during special on-the-clock times and attendance tracked.

4a) Describe how project activities will increase access for all citizens to experience the arts.

4b) Explain how you will determine how project activities have increased access for all citizens to the arts.

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5a. Capital improvement projects should support the MCACA program goal of having a long-term impact at the state or local level. **TIP:** Consider how the immediate impact of the project will filter out to the local or state level.

Like this: The better sound system should serve to increase use of the auditorium by outside groups. The local university has expressed an interest in holding off-campus classes at the new facility.

5a) Describe the long-term impact of this project at the state or local level.

5b. Again, it is understood that the long-term benefits are not likely to be realized during the grant period. Just explain how you will track the benefits and estimate how well the project is doing relative to predictions.

Like this: Talks with the university will be renewed. Tours of the facility will be offered to the public. Enrollment in adult theatre courses will be tracked and compared with previous years. Adults completing classes will be surveyed about how the new facilities are performing.

5b) Explain how you will determine that the predicted long-term impact of this project was realized.

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6a. Due to the costly nature of capital improvement projects, the development of the project should involve all interested parties. **TIP:** Consider involving both users and potential users of the facility in the planning process. Include experts in the specific area being improved as well as those knowledgeable in arts/culture/education (as appropriate).

Like this: All three drama instructors at the University will be involved in every aspect of project planning. A design committee will be appointed to plan the layout of the new equipment and to research new purchases. The committee will be comprised of 1 drama instructor, 2 theatre Board members, a community member and the Technical Director. In addition, recommendations for equipment purchases and station layout will be collected from design engineers and equipment dealers.

6b. Success of planning will not ultimately be known until it is measured through the end result. While the ultimate result of a capital improvement project may not be known for years to come, the success of planning in the early stages could be assessed in determining if completion of the project was on time and within project specifications and budget. **TIP:** Quality issues also speak to the success of the planning process.

Like this: New users will be subject to a telephone poll to assess how well the improved facility met their needs.

6a) Identify the participants and describe any collaborative planning between your organization, individuals, and members of the community served.

6b) Explain how you will determine the success of collaborative developmental efforts for this project.